

## ITEM 3

24 January 2013

### WEST OF SCOTLAND ARCHAEOLOGY SERVICE.

Glasgow, 12th April 2012.

#### West of Scotland Archaeology Service Joint Committee.

Present:	Jean McFadden (Convener)	Glasgow City Council
	Stewart Miller	East Renfrewshire Council
	Innes Nelson	Inverclyde Council
	Eileen Logan	South Lanarkshire Council
	Denis Agnew	West Dunbartonshire Council
	Martyn Day	West Lothian Council
Apologies:	William Petrie	Argyll and Bute Council
	Kathy Morrice	East Ayrshire Council
	David Wilson	Inverclyde Council
	Susan Jones	Renfrewshire Council
	Celia Lawson	Renfrewshire Council
	Stan Fisher	South Ayrshire Council
Also present:	Hugh McBrien	West of Scotland Archaeology Service
	Alison Donald	East Ayrshire Council
	Julie Nicol	East Renfrewshire Council
	Cathy Johnston	Glasgow City Council
	Robert Forest	North Ayrshire Council
	Neil Feggans	South Ayrshire Council
	Gordon Cameron	South Lanarkshire Council
	Ranald Dods	West Lothian Council
	Maureen Hughes (Clerk)	Glasgow City Council

#### **Improvements to West of Scotland Archaeology Service Website and Public Accessibility - Presentation noted.**

1 There was heard a presentation by Hugh McBrien, West of Scotland Archaeology Service highlighting the work undertaken by the Archaeology Service on improvements to the Service's website and public accessibility.

After discussion, the joint committee thanked Hugh McBrien for his presentation.

#### **Minutes approved.**

2 The minutes of the meeting of the joint committee of 17<sup>th</sup> May 2011 were submitted and approved, subject to the addition of Alan Williamson, West

Dunbartonshire Council to the sederunt and an amendment to paragraph 1 regarding the repatriation of artefacts to read

“noted that Provost Agnew questioned the wisdom of collections of artefacts remaining in national collections rather than being returned to the areas where they were found, and that he felt the matter should be raised with the relevant national authorities. “

### **Annual Report of West of Scotland Archaeology Service 2010/11 noted etc.**

**3** There was submitted a report by the Manager of the West of Scotland Archaeology Service detailing the activities of the service for the year from 1st April 2010 to 31st March 2011, confirming that

- (1) during the report period, the West of Scotland Archaeology Service had dealt with 1776 new casework items, compared with 1763 in the previous year, and carried out work on a further 1581 casework items registered in previous years;
- (2) 818 new planning and listed building applications had been identified as potentially requiring archaeological advice across the area covered by the Service, a decrease of 7.15% on the previous year;
- (3) during the report period 3,399 new site records were added to the Sites and Monuments Record database, of which 2669 were imported from the Stirling Council SMR to prepare for the provision of advice for the larger area of the Loch Lomond and Trossachs National Park, amendments or additions were made to 671 existing site records, 348 archaeological events records were added, 158 of these from the Stirling SMR and 179 archive records were created, including 67 derived from Stirling Council's records; and
- (4) there were 98 recorded archaeological events (excavations, surveys, watching briefs, desk-based assessments etc) during the report period.

After consideration, the joint committee

- (a) noted
  - (i) the report, which gave details on
    - (A) planning applications from 2006-11 for each of the joint committee's local authorities;
    - (B) the running of the service;
    - (C) the Sites and Monuments Record maintenance and development; and
    - (D) advice to other local authorities and organisations;

- (E) information and advice to developers/agents and to statutory undertakers;
  - (F) agri-environment advice; and
  - (G) management of the M74 completion archaeology contracts
- (ii) the annual performance statistics for 2010/11; and
  - (iii) the revenue account for the year ended 31st March 2011; and
- (b) agreed that the summary of the Annual Report and the work carried out by the service for each individual council be forwarded to members to circulate as appropriate within their own authority.

#### **West of Scotland Archaeology Service – 2010/11 year end accounts etc noted.**

**4** There was submitted and noted a report by the Treasurer setting out the revenue expenditure for 2010/11 for the West of Scotland Archaeology Service.

After consideration, the joint committee noted

- (1) the income and expenditure account and balance sheet which showed an accumulated surplus of £149,888 in the account for 2010/11;
- (2) a cash flow statement for the year ended 31st March 2011; and
- (3) an independent auditor's report.

#### **Proposed Business Plan – Report by Service Manager.**

**5** With reference to the minutes of 17th May 2011 noting that a draft business plan would be submitted to a future meeting of the joint committee, there was submitted and noted a report by the Service Manager regarding progress on the draft business plan intimating that

- (1) while there continued to be no immediate financial issue for the Service, it was recognised that action would be needed to address the changing circumstances foreseeable in the medium term;
- (2) a draft operational business plan had been drawn up on the basis of current service provision following restructuring, and was currently monitoring Service performance and researching other public and voluntary sector organisations for additional background information to better inform the development of the updated Business Plan

- (3) the draft business plan was currently being developed with the support of officers in the member authorities and currently consideration was being given to:-
- (a) a review of the strategic context for the provision of archaeological advice to local authorities in accordance with current policy at national and local level;
  - (b) a review of the perceived need for a local archaeological service within the local authorities, taking into account the views of the private and voluntary sectors;
  - (c) the provisions of the Service Level Agreement;
  - (d) the current service delivery model, its advantages and disadvantages relative to alternative models in use elsewhere;
  - (e) appropriate management and governance arrangements; and
  - (f) details of staffing, service performance and financial sustainability in changing circumstances; and
- (4) a draft business plan would be considered by the Service's Steering Group of Senior Officers after the Local Government elections and a report would then be submitted to a future meeting of the joint committee.

**Changes to Central Government Provisions for the Historic Environment – Report by Service Manager noted.**

6 There was submitted and noted a report by the Service Manager regarding new documents published and reviews which had been instigated by Central Government sources which had relevance to the work of the Archaeology Service.

**Inverclyde Council – Continuing dialogue regarding withdrawal from Service – Report by Service Manager agreed.**

7 With reference to the minutes of 17th May 2012 noting the formal withdrawal of Inverclyde Council from the Archaeology Service, there was submitted a report by the Service Manager intimating that

- (1) since the last meeting, discussions had taken place to identify the reasons behind Inverclyde Council's decision to withdraw from the Service ;
- (2) it was felt that some of the service provision to the Council had been overlooked and insufficiently benchmarked and the Head of Planning at Inverclyde Council had expressed a willingness to discuss the matter more fully.

After consideration, the joint committee authorised the Chair of the Steering Group and senior officers to meet with the Head of Planning at Inverclyde Council to discuss the future service provision options.

### **Other business**

#### **Retiral of Bailie Jean McFadden - Valedictory.**

**8** Provost Agnew advised that this was Bailie Jean McFadden's last meeting of the joint committee before her retiral from the Council after 41 years service as a councillor, more than 14 of which were as Chair of the joint committee.

On behalf of the joint committee, Provost Agnew thanked Bailie McFadden for her commitment to the service and valuable contribution to its success and wished her a long and happy retirement.